

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

April 1, 2019

Beryl Lipton
MuckRock News
Dept. MR 70873
411A Highland Avenue
Somerville, MA 02144

70873-26530511@requests.muckrock.com

Re: RTK – Initial Response

Dear Ms. Lipton:

This is in response to your attached request for records made pursuant the Pennsylvania Right-to-Know Law (RTKL), which this Office received on March 25, 2019.

Please be advised that the County is invoking its right under Section 902 of the PA RTKL for an extension of time to complete a review of your request and to issue a final response for the following reason:

Section 902 (a) (3) – A timely response to the request for access cannot be accomplished due to bona fide and specified staffing limitations. Limited staff requires the need for additional time.

By law, the Office of Open Records has thirty days to issue a final determination regarding this request. A response is expected to be provided within thirty days of the date of this letter.

Sincerely,

A handwritten signature in black ink that reads "Jerry Tyskiewicz".

Jerry Tyskiewicz, Director
County of Allegheny Open Records Officer

RTK #4725
Beryl Lipton
MuckRock

To Whom It May Concern:

Pursuant to the Pennsylvania Right to Know Act, I hereby request the following records:

- The initial 15 responses to the Request for Proposal issued by the Allegheny County Department of Human Services (DHS) to design and implement a system of decision-support tools and predictive analytics for human services, also known as the Allegheny Family Screening Tool
- All review reports, notes, evaluations, and associated materials created by the RFP evaluation committee.
- All deliverables provided by the winning applicants: Rhema Vaithianathan (AUT) and researchers from Auckland University of Technology (AUT), University of Southern California (USC), University of California-Berkeley and University of Auckland.
- All minutes for meetings held to solicit community input on the creation of the tools, including the six project-specific meetings, any held at early stages of the project to collect feedback from key external stakeholders and funders, and the three open community meetings where over 30 stakeholder groups (including the Courts and the ACLU) were invited to discuss the work to date, implementation timeline and results. Please include all notes on the work to date, implementation timeline, and results. Please also include all project updates DHS shared with existing community networks including the Children's Cabinet and the Children, Youth and Families Advisory Board, and through the DHS Speaker Series.
- All responses to the RFP for two independent evaluations of the AFST (process and impact) that was issued in 2015 and for which Hornby Zeller Associates was selected to conduct a process evaluation and Stanford University was selected to conduct an impact evaluation.
- The process evaluation and the impact evaluation focused on whether the AFST increases the accuracy of decisions, reduces unwarranted variation in decision-making and reduces disparities, and overall referral rates and workload.
- A list of sources/datasets - including child protective services, publicly funded mental health and drug and alcohol services, and bookings in the County jail - used by the AFST.
- The current percentage of incoming referrals were not generating an AFST score.
- The number of overrides conducted on "mandatory screen-ins"
- Any correspondence and contract documents relating to the development and implementation of the program.
- Records that show how the County's Integrated Data System is used in the program, including records that identify how risk factors are generated and the weights that are given to various risk factors.
- Any software and algorithms developed for the implementation of the program. I'm particularly interested in any algorithms that have a public policy outcome, such as providing guidance on a policy or an assessment of an individual. More generally, I would like any software that was developed by or with, given to, used by, purchased or licensed to this agency for implementation of the above referenced program. This would include original source code, any compiled binaries (also known as executables), spreadsheets, program scripts, and other digital materials used to calculate any data in the above program. It would also include the input training data for machine learning algorithms. Collectively, these responsive materials will be referred to as "the software" in the following paragraphs.

- All instructional materials, presentations and presentation materials (including recorded video and audio, PowerPoint files, prepared remarks, and slides formats), and other guidance on the use of "the software." This includes any notes taken during meetings that discussed the use of the software, any explanations (whether internally or externally generated) of how the software works, and any other document that has been used to help explain the use of "the software" to any party, including internal documentation, public relations materials, and executive summaries. This also includes any description of input and output data fields that will aid in understanding the type of information that is submitted to the software, and that is produced by the software.
- A copy of any privacy impact assessments, use policies, standard operating procedures, data retention policies, legal opinions, warranties, non-disclosure agreements, contracts, liability waivers, insurance agreements, Requests for Proposals, Responses to Requests for Proposal, Memorandums of Understanding, Letters of Interest, usage policies, or informal agreements that reference "the software" or otherwise guide its use or the relationship between this agency and the provider or developer of the software.
- A copy of any funding opportunity announcements, requests for proposals, grant applications and grantor status/progress reports, reports to legislative bodies, annual reports that mention the use of the Software, as well as audit records, including but not limited to security audits of the software, misuse reports, and reports to oversight bodies.
- A copy of any validation or ethical review studies conducted with respect to the program or with respect to any software or algorithms used in connection with the program, and a copy of any records pertaining to inquiries for the need of validation studies or ethical reviews, or discussion of potential or actual validation studies or ethical reviews. By "validation study," I mean any study designed to assess how accurate the program is in predicting what it is supposed to predict, or to assess whether the program may err in the direction of either under- or overestimating likelihoods or predicted outcomes, or may produce any results that are biased or unexpected in any way. By "ethical review," I mean a review of how the design and/or implementation of the predictive algorithm conforms with ethical standards of fairness and privacy.
- For the aspects of the software that require an input, for example, to compute a value, we request a copy of the five most recent sets of data that were used for input, as well as the five most recent outputs of the software, in whatever their native format is. If these inputs or outputs include exempt information, we ask that you exempt only that information which is specifically exempted from law, and provide the other material.

If any of the records requested are protected by a nondisclosure agreement, I request that you provide documentation of that agreement.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Sincerely,

Beryl Lipton

Upload documents directly: https://www.muckrock.com/accounts/agency_login/allegheeny-county-department-human-services-17470/allegheeny-family-screening-tool-rfp-responses-and-development-materials-allegheeny-county-department-of-human-services-70873/?uuid-login=3fd23b4b-91a6-44b1-a691-04ab2bc66bf8#agency-reply